

Civilian Personnel News

# **UPDATE**

IN THIS ISSUE:

**Issue Number 03-05** 

A bulletin published by CPAC, Fort Leonard Wood

March 2005

Directors Message CPAC Announcement Operational Hours Missouri Career Center Health Care Professionals CPAC Hail & Farewells NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	2 2 3 3 3 4 5 & 6 7
Operational Hours Missouri Career Center Health Care Professionals CPAC Hail & Farewells NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	2 3 3 3 4 5 & 6 7 8
Missouri Career Center Health Care Professionals CPAC Hail & Farewells NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	4 5 & 6 7 8
Health Care Professionals CPAC Hail & Farewells NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	4 5 & 6 7 8
CPAC Hail & Farewells NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	4 5 & 6 7 8
NAF Corner TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	4 5 & 6 7 8
TSP Open Season Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	4 5 & 6 7 8
Compensatory Travel Time New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	5 & 6 7 8
New Resume Builder and ANSWER Nick Hoge Essay Competition Required Performance for Supervisors	7 8
Nick Hoge Essay Competition Required Performance for Supervisors	8
Required Performance for Supervisors	
·	^
ADO O officer many complete	9
ABC-C offers new service	9
Training Available for Civilian Employees	10
Lead Facilitators Needed	10
Useful Internet Addresses	10
National Personnel Security System	11 & 12
Software Training	13
Special Emphasis Program Staff	13
Severe Weather Instructions	13
Department of Education Online Database of	14
Accredited Schools	
Changes to Hiring Procedures	<b>1</b> 5
More Training	<b>1</b> 5
Insightful Thought "Habit and Familiarity"	<b>1</b> 6
Glad you asked	17
Letter to the Editor	18
Leave Recipient Program	19
Customer Feedback Form	20
Editorial Policy	21



Director's Message



This time of the year reminds me that it's time for a great renewal. It's so easy to slip into the daily routine and wait for time off or perhaps counting those days to retirement. Although I feel time off is a very important part of renewal, I also know that the jobs we do everyday also deserve the same attention. Sometimes we may be able to find a better way to perform work or to provide customer service. The important thing to remember is that we all are part of a very large picture. Both large and small efforts are noticed.

What you do each day is important for you, Fort Leonard Wood, and the Department of the Army.

Sandra Kruse, Director Civilian Personnel Advisory Center



The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.

Human Resources Advisors and Assistants are available for appointments and or phone calls from

0900 - 1130 & 1230 - 1630

Call 596-0927 to set up your appointment today!!

Hours of Operation

Civilian Personnel (CPAC) 0900 – 1130 1230 – 1630 Building 470, Room 2205 573-596-0927 Non-Appropriated Funds (NAF) 0730 – 1130 1230 – 1630 Building 470, Room 2204 573-596-0283

 $\underline{\text{http://www.wood.army.mil/CPO/Accept1.pdf}} \quad \underline{\text{http://www.wood.army.mil/mwr/nonappropriated\_fund\_employment.htm}}$ 

Missouri Career Center 0800 – 1630 Building 470, Room 2203 573-596-0294

http://www.works.state.mo.us/



## Need help with finding a job!

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1<sup>st</sup> the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

573-596-0294 Bldg 470, Rm 2203 M-F - 8:00am to 4:30pm

#### HAILS

Pam Barnabee hails from the Southwest Civilian Personnel Operations Center. Pam arrived to the CPAC and is the Human Resources Specialist for the Chemical and Military Police Schools. Pam has already proved herself invaluable to our staff and we were lucky to get her.

Kim Moats returned to the CPAC from the DRM (IMA). Kim is the HR Specialist for 43<sup>rd</sup>, CID,LAD, Chaplain, 3<sup>rd</sup> Bde, DMWR, CPAC, USMC, NCOA, DOC, SAFETY, IG, PAO, TMDE, EEO, IR and SJA. Welcome back!

## HEALTH CARE PROFESSIONALS

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- Physician, GS-602
- ► Dentist, GS-680
- Podiatrist, GS-668
  - → Optometrist, GS-662
  - ► Registered Nurse, GS-610
  - Physician Asst., GS-603
  - ► Pharmacist, GS-660
  - Audiologist, GS-665

**Expanded Function:** Dental Auxiliaries to include GS-681, GS-682 & GS-683

- Practical Nurse, GS-620
- Diagnostic Radiologic Technologist, GS-647

Provide copies of your <u>college transcript</u> <u>license and resume</u> to:

Soldier Service Center, Bldg #470 ATTN: CPAC, Ste #2205 140 Replacement Avenue Fort Leonard Wood, MO 65473 Or just come on in with your information!

## NAF Corner

NAF will be advertising for summer employment from 15 Mar 2005 - 30 April 2005.....we have Recreation Aid, Lifeguard, and Laborer positions to fill.

Linda Hertzberg, NAF Personnel Assistant received Volunteer of the Quarter award for her efforts at Red Cross

Angela Huizar received recognition from 3-10 Battalion for her volunteer efforts assisting the FRG (Family Readiness Group)

TSP TSP TSP TSP TSP TSP TSP TSP

## TSP Open Season April 15 - June 30

## There are currently five funds available for investing your TSP contributions:

- \*G Fund Government Securities Investment no risk \*C Fund Common Stock Index Investment risky
- \*F Fund Fixed Income Index Investment moderate risk \*I Fund International Stock Index Investment Fund risky
- \*S Fund Small Capitalization Stock Index Investment Fund risky

If you are a CSRS employee, you may contribute up to 10% of your basic pay each pay period. You ab not receive any agency contributions If you are a FERS employee, you may contribute up to 15% of your basic pay each pay period. The agency will automatically contribute 1%. The agency will match your contributions dollar for dollar on the first 3%, and 50 cents on the dollar for the next 2%. Since TSP changes are completed telephonically enthrough the web, you so longer need to complete forms to conduct transactions. However, you still need forms to designate beneficiaries and to request withdrawals. You can get 150 forms from the TSP website at http://www.tsp.gov

Transactions done on the ABC (website https://www.abc.army.mil) affect only new money going into your account, (new employee elections, Open Season transactions, or to stop your biweekly payroll contributions). You use the TSP Thrift Line (877-968-3778) when you want to inquire on your TSP account balance and request interfund transfers and loans. Interfund transfers new existing money from one fund to another. Fund allocations must also be done through the TSP.

### ■ CATCH UP CONTRIBUTIONS

Planning that exotic get away? Want to purpose money away for those golden years? TSP catch-up contributions are tax-deferred to TSP particulant's age 50 and older that meets the eligibility requirements.

Catch-up contributions are not subject to the TVP Open Season rules and more than one election may be made in any given year, so long as the annual limit is not exceeded. The maximum amount you can contribute in calendar year 2005 is \$4000. Catch-Up Contributions can be started, changed or stopped at any time.

Additional information can be found in TSP Bulletin 08-4, 7 Feb 03. Bulletins are located on the TSP website at <a href="http://www.tsp.gov">http://www.tsp.gov</a> under Info for Agency Reps and then TSP Bulletins.

# Compensatory Travel Time

## PROCEDURES FOR MAINTAINING COMMENSATORY TIME FOR TRAVEL

The Federal Workforce Flexibility Act of 2004 authorizes the accrual and usage of a new compensatory time category fortime spent in a travel status, which is not otherwise compensable. Until the Defense Civilian Payacystem (DCPS) and the time and attendance (T&A systems implement necessary system changes our customers must manually track this new compensatory time for travel. DCPS and the T&A systems will be programmed to accept new codes sometime this year (current DCPS implementation date is June 2005). The two new DCPS codes for compensatory time for travel will be CB for earned travel compensatory time and CF for used travel compensatory time. Until DCPS and the T&A systems have been programmed with this change, DO NOT record in DCPS using the current DCPS codes of (CT) for compensatory time earned and (CU) for compensatory time used as a substitute for the new compensatory time for travel.

The supervisors/timekeepers need to manually track both the earned and used compensatory time for travel. This could be done using a spreadsheet. The information to be maintained for each employee should include: the pay period ending dates; the number of hours and date compensatory time earned, the number of hours and date compensatory time used; and the ending balance. The pay period ending date is important in order to establish a forfeiture date

For active duty military in a leave without pay status or those employees paid by the Office of Workers' Compensation due to an on-the-job injury, the compensatory time for travel balance must be retained to restore it upon the employees return to duty.

If the employee separates during this interim period, the spreadsheet data containing the number of hours and dates for the separating employee must be forwarded to the payroll office for manual posting to the employee's SF 1150.

Once the DCPS release is implemented and the T&A systems have been modified, adjusted T&A must be submitted. The retroactive T&A adjustments will be processed to update compensatory time earned, compensatory time used, and to compute the compensatory time balances (including the appropriate date of forfeiture).

The necessary system changes are being worked as rapidly as possible and we apologize for any inconvenience or additional work placed on our customers.

Some key points regarding the guidance:

- a. Travel means officially authorized travel.
- b. An employee may not receive double compensation for travel hours. This means an employee may not receive compensation for travel time that is otherwise compensable as hours of work.
- 1. If an employee is compensated for hours spent traveling outside of their normal duty day, e.g., OT, RDO, they may not receive comp time for travel.

# Comp. Travel Time Cont.

- c. Travel time includes the time actually spent traveling between the official duty station and a temporary duty station, or between two duty station and the usual waiting time.
- d. Usual waiting time includes the time required to get to the airport prior to a flight, time waiting for a connecting flight, subject to exclusions for bonafide meal periods.
- e. In Army, there is a requirement for comp time to be requested and approved in advance. That means that except in those cases where employees get "stranded", anticipated hours of comptime should be known based on pre-travel itineraries.
  - f. Comptime for travel will be requested in increments of 15 minutes.
- g. An employee must use his or her accrued "comptime for travel" within 26 pay periods or it will be forfeited. The comptime for travel will not convert to pay, it will not transfer to another agency or to a position not covered by subpart N. We do not know at this time who will need to identify agency/covered position losses, but we will be able to tell you that once everyone has sorted through their piece of the guidance.

Here are some key points regarding the procedures:

- a. New two digit codes have been established for comptime for travel, CB for earned; CF for used. This requires a system change that is expected to be activated by June 2005. Until then time keepers must travel comptime for travel manually. We recommend a spreadsheet. You will be advised when you can go into the system to input all comptime for travel that has accrued since 28 Jan 2005. You will be required to input corrected timecards at that time.
- b. Again, spreadsheets are recommended until then. Supervisors/timekeepers will need to keep track of earned and used comptime for travel. The information that will be required is: the pay period ending dates (very important to establish forfeiture date)

number of hours and date comptime earned number of hours and date comptime taken ending balance

Additional guidance can be found at the following web sites:

http://www.opm.gov/oca/compmemo/2005/2005-03.asp http://www.opm.gov/oca/compmemo/2005/2005-03-att1.asp http://www.opm.gov/oca/compmemo/2005/2005-03-att2.asp

# New Resume Builder & ANSWER

On 26 January 2005, a new version of the Army's civilian Resume Builder and ANSWER was deployed. The new Resume Builder is designed to modernize, simplify and shorten the application process. The new tool combines both the Resume Builder and ANSWER into one application providing a number of benefits to applicants.

Users with existing Resume Builder and ANSWER accounts should log in as "Registered Users" when first accessing the new Resume Builder/ANSWER application. You will be prompted to verify/update your registration information. Your resume will not appear in the new builder; therefore, it is highly recommended that you save a current copy of your resume.

Enhancements and features of the new Resume Builder/ANSWER include:

- +Army Civilian Resume Builder and ANSWER together under one login process
- +Capability to toggle between Resume Builder & ANSWER
- +User friendly/Menu driven no more scrolling down one long page
- +Enhanced copy, cut, & paste capability able to copy from ANSWER & paste into Resume Builder
- +Worksheet formats available for work experience, education & additional information puts information in proper format
- +New job experience entries automatically entered at the beginning of the resume
- +One large box for job experience versus six individual boxes allows for more flexibility
- +Up to 12,000 characters for job experience description
- +Status tracking enhanced only last 25 entries displayed, with option to view more
- +Enhanced "Help Menus" available for applicant's use

To learn more on how to apply for Army jobs, please visit the following website: <a href="http://cpol.army.mil">http://cpol.army.mil</a>

For a step-by-step, narrated ScreenCam tutorial on how to use the new Army Resume Builder, click on this link, <a href="http://www.chra.army.mil/howtomovies/Army-Resume-Builder.exe">http://www.chra.army.mil/howtomovies/Army-Resume-Builder.exe</a>

## Nick Hoge Essay Competition

The Nick Hoge professional essay competition is an annual essay program dedicated to promoting excellence in CHR management. It was created in memory of a promising young human resources manager whose attributes - innovation, imagination, and personal courage were notable. We are soliciting professional papers on human resources management and associated topics.

This essay competition provides the opportunity for motivated, aspiring Army professionals to present their views and ideas on the business of CHR management and associated topics. Additionally, it provides the opportunity for the author to present personal ideas directly to the Department of the Army policy makers at the staff level. Papers should be creative, thoroughly researched, and well documented. A panel of subject matter experts will select the winning essay. All Army military and civilian personnel, including local national and nonappropriated fund employees, are eligible to participate.

Entrants should submit papers in a Microsoft Word document (format enclosed) electronically via email directly to Mr. Mike LeCroy, Policy and Program Development Division, Office of the Assistant G-1 for Civilian Personnel Policy, at Joseph.M.LeCroy@us.army.mil. Papers must be submitted by March 31, 2005.

We request that addressees ensure Army military and civilian personnel are informed of their eligibility and encourage them to submit essays to this worthwhile professional development program. For additional information, please contact Mr. Mike LeCroy via email at the address listed above or telephonically at DSN 221-4463 or commercial (703) 325-4463

#### **FORMAT**

Submissions will be prepared in Microsoft Word and submitted electronically. Each essay will have a separate cover page. The cover page will indicate the title of the essay; state the author's full name and title, e.g., Dr., Mr., Ms., or rank, if military; provide the complete organizational address including office symbol and zip code; and list the commercial and DSN office telephone numbers as applicable. The typed paper should be double-spaced with each page numbered. Papers are limited to 20 typewritten (size 12 font) pages, exclusive of title, summary, and reference pages. A summary of the contents of the paper should be submitted by the author to assist in the preparation of those papers selected for publication.

#### CRITERIA FOR JUDGING

The criteria to be used in judging the essay are cited below. The numbers in parenthesis are the weights that will be used when evaluating the papers. The weights of the four criteria add up to a total of 100 points.

- a. Content (35 Points Maximum). The subject of the essay should deal with Department of the Army Civilian Human Resources management or related work force issues. Papers should present the author's ideas in a clear and convincing manner and should cite research conducted on the subject and document such research in footnotes and/or a bibliography.
- b. **Quality of Writing (25 Points Maximum).** While judging will primarily be based on content, considerable weight will also be given to clarity of expression and proper use of language, grammar, spelling, syntax, and punctuation.
- c. **Scope (20 Points Maximum).** The essay should have broad coverage or application, extending Department of the Army, Major Command, or Region-wide in terms of impact on organizations, programs, or the work force.
- d. **Relevance and Feasibility (20 Points Maximum).** The essay should be relevant to contemporary Army and Federal human resources management. It should be realistic and practical in terms of potential application or implementation. The paper should include what policy and/or procedural changes the author expects the Department of the Army to do with the idea.

## Required Performance Objectives for Supervisors

## REQUIRED PERFORMANCE OBJECTIVES FOR SUPERVISORS

We are receiving feedback from the Civilian Personnel Evaluation Agency that there are an increasing number of review findings of supervisory performance evaluations not having the **required** objectives. The Total Army Personnel Evaluation System (TAPES) regulation requires that supervisors have at least one assigned objective covering Equal Employment Opportunity /Affirmative Action and at least one objective relating to Supervision/Leadership. This applies to all supervisors even those that carry no supervisory title but have duties equivalent to a supervisor. This does not include team leaders because they do not perform the full range of supervisory duties. There are samples or suggestions of such objectives in various TAPES newsletters on the internet at: http://cpol.army.mil/library/mer/tapes/index.html. The TAPES requirements can be found in the regulation on the internet at: http://www.apd.army.mil/pdffiles/r690\_400.pdf. The required elements are spelled out and further defined on the back of the Senior System Civilian Evaluation Report Support Form, DA Form 7222-1, available on the internet at

http://www.apd.army.mil/pub/eforms/pdf/a7222\_1.pdf. The form can also be found in the Army's various forms software. Supervisors' support forms should be reviewed to assure that they are in compliance with the regulatory requirements.

# ABC-C Offers New Service

Beginning 1 April 2005, employees can reach a benefits counselor for a period of six months from their separation date for assistance with benefits related issues.

What does this mean to separating employees?

Separated employees will be able to contact a benefits counselor to answer questions about their benefits following separation. These questions may be related to the areas of health benefits, life insurance, status of retirement packets, Thrift Savings Plan, etc.

How can a separated employee contact the ABC-C?

Dial the toll-free number for the ABC-C as indicated above or in the yellow box and make the following selections:

- At the welcome message, press 1.
- To access the Benefits and Entitlements Services System, press 2.
- At the next voicing the following will be heard "Press 1 for Army serviced employees and employees separated within 180 days". Press 1.
- At that point, the voicing will indicate the requirement to use the SSN and PIN to access the system, press:
- After entering the SSN the following will be heard, "Please hold while we transfer you to a benefits counselor". At that point, the call has been transferred to a counselor within the ABC-C for personal assistance.

Separated employees will not be able to use EBIS to review records or request assistance. If EBIS is entered, a message will be displayed that says "Access Denied" and instructs the customer to contact a benefits counselor for assistance and provides the main toll free telephone number.

What if the customer does not remember their ABC-C Personnel Identification Number (PIN)?

Good news for a separated employee! The PIN will not be required. Once the Social Security Number has been entered, the system will transfer the call to the next available counselor.

For assistance, contact the SWCPOC HelpDesk at 785-239-2000 or DSN 856-2000 between 7:30 a.m. and 4:00 p.m. CST on normal workdays.

## **Training Available for Civilian Employees**

HR for new Supervisors **LEAD** Step-up to Leadership The Supervisory Advantage Middle Managers Course Small Group Instruction Instructor Supervisor Course

Instructor Training Course Systems Approach to Training Performance Work Statement Quantative Skills for Trainers Small Group Instruction Instructor Training Course Writing a Resume Writing a Resume Success Skills for Admin Professionals

7-11 Mar 21-24 Mar 29 Mar 30 Mar 7-11 March 14-18 March 22-24 March 8 Mar-8 Apr 4-8 April 6-8 April 11-13 April 11-15 April 18-29 April

20 April

21 April

27 April

## Lead Facilitators Needed

Leadership Education and Development (LEAD) Course is mandatory for all new supervisors appointed within the past 12 months. The LEAD program is administered by the Center for Leadership Training Division (CLTD). LEAD Facilitators are needed. Contact Donna Grzyb for further information or go to http://www.wood.army.mil/dcltsf/LEAD.htm

# **Useful Internet**

#### FLW Job Announcements

http://www.wood.army.mil/cpo/employ.htm

CPOL Vacancy Announcements, Army Resume Builder, and Answer

https://cpol.army.mil

## **USAjobs**

ttp://www.usajobs.opm.gov Go to Search Jobs Select State/City Select Get Results

CPAC Homepage

http://www.wood.army.mil/

NAF Job Announcements

http://www.fortleonardwoodmwr.com/nona ppropriated fund employment.htm

Army Benefits Center (ABC/Civilian) https://www.abc.army.mil

**TSP** 

http://www.TSP.gov

Long Term Care

http://www.ltcfeds.com

**FEGLI** 

http://www.opm.gov/insure/life/

**MyPay** 

http://www.dfas.mil/mypay/

**Income Tax Information is at this website** 

W2's on line 6 Jan 05

## National Security Personnel System

## WHAT IS NSPS?

The National Security Personnel System (NSPS) is a new, flexible civilian personnel system that will enable the Department of the Army (DA) and other Department of Defense (DoD) organizations to better meet the national security demands of the twenty-first century. NSPS includes a new labor relations system, a new appeals process and an enhanced human resources system, covering staffing, workforce shaping, recruitment, compensation (pay banding) and performance management (pay for performance).

## The National Security Personnel System:

Will provide DoD with a modern, flexible and agile human resources system, more responsive to the national security environment, while preserving employee protections and benefits.

Will allow DoD to manage strategically its civilian workforce based on a total force perspective.

Will enable DoD to hire more quickly, offer competitive salaries and compensate and reward our employees based on their performance and contribution to our mission.

Has been a broad based, participative process involving hundreds of DoD employees, managers, supervisors, our labor partners and other key stakeholders.

## NSPS Proposed Regulations - Review/Comment Procedures (02/14/05):

The proposed NSPS regulations have been formally published in the Federal Register. The OSD NSPS website has been updated with the regulations and the formal comment form. The recommended method of providing comments is through that website. Those interested in reviewing the proposed regulations, or those desiring to comment on them may use this link: http://www.cpms.osd.mil/nsps/comments.html

Comments must be submitted NLT 16 March 2005.

# NSPS Myths and Facts

### **MYTH**

NSPS does nothing to help with national security.

#### **FACT**

Not true. The mission of DoD is national security, and civilians play a vital role in supporting that mission. NSPS provides the Department the tools necessary to recruit, retain, and manage the civilian workforce to accomplish our critical mission in a more effective and efficient manner. NSPS will also provide flexibilities so we can reduce our reliance on the military to perform jobs that civilians can and should perform, freeing up the military to perform its war fighting duties. NSPS is a mission-driven, performance-based system that motivates, recognizes, and rewards excellence, which will result in an overall improvement to mission effectiveness, and enhanced national security. This is critical in the global war on terrorism.

## MYTH.

I will lose my benefits under NSPS.

## **FACT**

NSPS will <u>not</u> affect rules governing retirement benefits or eligibility, health and life insurance, leave, attendance, and other similar benefits.

#### MYTH

Under NSPS, funds for salaries and bonuses will no longer be certain.

#### **FACT**

DoD is committed to ensuring civilian compensation is protected. In fact, the law requires that the aggregate amount of money allocated for civilian compensation for organizations under NSPS cannot be less than the amount that would have been allocated under the existing system. Under NSPS, the overall amount of money that would have been used for the annual January pay adjustment, within grade increases, quality step increases, and similar payments, will be used for civilian pay, and those funds will be protected. However, the proposed NSPS pay system will distribute those funds based primarily on performance.

### **MYTH**

NSPS is just a way to freeze the pay of DoD civilians, since we're no longer entitled to the automatic January pay increase or within-grade increases.

### **FACT**

The annual January pay increase, as we know it now, will change. The proposed pay rules provide for periodic "rate range" adjustments, to adjust the minimum and/or maximum rate of a pay band. When a minimum rate of a pay band is adjusted upward, employees will receive an equivalent increase. There are no "steps," similar to the GS system, in a pay banding system. Instead, pay increases and/or performance bonuses are based primarily on your performance rating. Unacceptable performers are not eligible for pay increases under the proposed system.

## Software Training

**Software training** is no longer offered through the Professional Development Center (PDC). Please do not email or telephone PDC requesting attendance for software courses. The Learning Assistance Center (LAC) is the office responsible for the computer based software training. Here are the steps to access their web page:

- Go the the Fort Leonard Wood web page
- Select Departments/Directorates
- Select Directorate of Common Leader Training
- Select Training Technology & Information Center
- Select Clarke Library
- Select Learning Assistance Center (LAC)

The following info is taken from their web page:

"All software training is now computer based, and is offered via SkillPort through AKO. The LAC has scheduled specific time for individuals to take Microsoft office courses in the LAC so that staff members are available to assist with questions or problems with the courses."

## Special Emphasis Program (SEP) Staff

Current Managers:						
Melvin "Mac" McNair	Equal Employment Opportunity SEP					
Vacant	American Indian/Alaskan Native Program*					
Kim Moats	Asian/Pacific Islander Program					
Jocelyn Morris	Federal Women's Program					
Lori McCrea	Individuals With Disabilities Program					
Clem Perez	Hispanic Employment Program					
CW3 Farrell Chiles/ Vacant as of 31 Mar 05	Black Employment Program					

If anyone has an interest in applying for this volunteer/collateral duty position, please contact Mac McNair at 596-0602 for details.



## It's not over till its over!

It snowed last week and it may just snow again before the winter season bids us all goodbye for the year. So, this is just a reminder to listen to the radio stations listed below if the weather turns nasty. Information will be provided to these radio stations in the event of inclement weather.

Critical and essential employees must report for work under all conditions.

For the rest of us, contact your supervisor or other designated person in the event you cannot report for work due to the weather. A liberal leave policy will be in effect for these occasions.

24 hours	Starting at 0500
KJEL-Lebanon	KJPW Waynesville/St. Robert 102.3
	102.3
KTTR/KZNN – Rolla	KDAY- Rolla
1490 AM	975 FM
KRMS – Lake Area Waynesville/St. Robert	KFLW
93.5 FM or 99.7 FM	98.9
KZNN-Rolla	KFBD-
	Waynesville/St.
	Robert
105.3 FM	97.9 FM

# Department of Education Releases Online Database of Accredited Schools

## DEPARTMENT OF EDUCATION RELEASES ONLINE DATABASE OF ACCREDITED SCHOOLS

On February 1, 2005, the U. S. Department of Education (Dept/Ed) released an online database listing of approximately 6,900 accredited postsecondary educational institutions and programs in the continuing effort to identify diploma mills and individuals who present fraudulent credentials. Diploma mills are schools that sell degrees but do not have a genuine academic curriculum. The Dept/Ed list is designed for personnel officials to research schools on applications and résumés. Each institution and program has been accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education as a "reliable authority as to the quality of postsecondary education" within the meaning of the Higher Education Act of 1965, as amended. The Dept/Ed recommends agencies use the database as one source of qualitative information and consult others.

House Government Reform Committee Chairman Tom Davis, R-VA., has called on the Office of Personnel Management (OPM) and other Federal agencies to use the list for hiring and screening purposes. Davis and Senate Government Affairs Committee Chairwoman Susan Collins, R-Maine, held hearings last year to address the diploma mill issue. The Government Accountability Office (GAO) reported that hundreds of Federal employees -- including some with security clearances -- have received degrees from diploma mills. The GAO investigation revealed that federal funding has been used to pay for at least 70 employees to enroll in diploma mills. Federal regulations require Federal employees to attend accredited institutions to receive reimbursement from the government. The database is provided as a public service without warranty of any kind; it does not constitute an endorsement by Dept/Ed of any educational institution or program contained therein.

An OPM memo to Federal agencies dated May 13, 2004, subject: Strengthening Oversight of the Use of Diploma Mill Credentials in Federal Employment, states, "Our position is clear: there is no place in Federal employment for degrees or credentials from diploma mills." The memo describes four categories of higher education and their applicability to use for position qualification requirements, employer paid academic degree and student loan repayment programs, and tuition reimbursement or employee training. The memo is available at

http://www.opm.gov/Strategic Management of Human Capital/guidance/2004/05-13-04DiplomaMill.asp.

- 1. The Veteran's Employment Opportunity Act (VEOA): If a veteran can apply under any other recruit source (an announcement open to any U.S. Citizen, VRA current merit promotion eligible), VEOA does not apply. VEOA is intended to provide an opportunity for veterans to be considered when they have no other avenue under which they can compete.
- 2. Hiring Retired Military within 180 days of Retirement: Applies to TRADOC positions only. You can no longer "name request" a retired military member who is within 180 days of retirement. The position must be advertised for competition from a wide variety of sources with sufficient time to give all interested candidates an opportunity to apply. The requirements for the position vacancy should not be written in such a manner to give an unfair advantage to a particular person. If the proposed appointee or another military incumbent last occupied the position, the change to a civilian space must meet a true management need and not be to afford civilian employment to the proposed appointee.
- 3. **Hiring Reemployed Annuitants**: You no longer have the authority to hire a Reemployed Annuitant with a reduction in his or her pay or annuity. You still can hire a Reemployed Annuitant without a reduction in his or her pay or annuity provided that: a) the position is documented as a hard-to-fill, critical need of the mission position, or b) a position needed to complete a specific project with a person who has unique or specialized skills that are not generally available.



## **ASIST TRAINING**

Applied Suicide Intervention Skills
Training (ASIST) for supervisors educates
supervisors to recognize and get
assistance for employees experiencing
difficult situations. The dates are below.

12-13 April 10-11 May

14-15 June

All times are from 0800-1600 (both days at Specker Barracks). Contact Debra Lofton at 6-0088 for more information.

## SUBSTANCE ABUSE TRAINING

Civilian employees are required to take three hours of annual substance abuse training. Personnel in need of additional sub-stance abuse prevention training may contact the ADCO office to enroll in a three-hour on line course on Substance Abuse in the Workplace. Individuals must be on FLW Outlook. Requests should be routed through Unit Prevention Leaders for military, and Civilian Training Coordinators for civilians. Call 6-0938 for more details.



## Habit and Familiarity

Winner's Circle Network with Lou Tice - 2/24/05 - "Habit and Familiarity"

Have you ever heard the story of the woman who preferred the smell of dead fish to flowers?

There's an old story of a woman who sold fish all her life and knew nothing else. One fine summer day, she was invited to the queen's palace to help prepare a royal festival. When she was shown to her room, she found it filled with fragrant flowers. "How disgusting," she complained. "Please take me back and let me sleep near my pile of fish."

Now why would she choose the stench of her fish over the sweet fragrance of flowers? It is simply because of habit and familiarity.

In the same way, we often hold on to our angers and sorrows, our bitterness and mediocrity because they are all we know. They offer us familiarity in an uncertain world and a self-image we can hold on to and feel comfortable - if not happy - with.

But the miracle of life is that as soon as we realize that we can choose self-worth, approval and appreciation over pain and fear, a powerful force begins to work on us.

Over time, we can learn to acknowledge and nurture the essential goodness and strength that each one of us was born with. And we can learn to use our tremendous inner potential for both our own and the common good.

I see people using their inner potential every day, so there is no doubt at all in my mind that you can do it too.

Lou Tice

"reprinted with permission of The Pacific Institute, copyright 2000."



Your questions answered

**Question:** 

I'm a veteran, do I qualify for VRA appointments?

### Answer:

The following veterans are olicitation a non-competitive VRA as

- Disabled vetera
- Veterans who served on active duty in the Armed Forces during a war or in a campa to or expedition for which a campaign badge has been authorized;
- Veterans velo, while serving on active duty in the Armed Forces, participated in a United States military
  operation for which an Armed Forces Service Medal (AFSM) was awarded; and
- Recently sex vated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

These provisions are a substantial change from the provious ranguage.

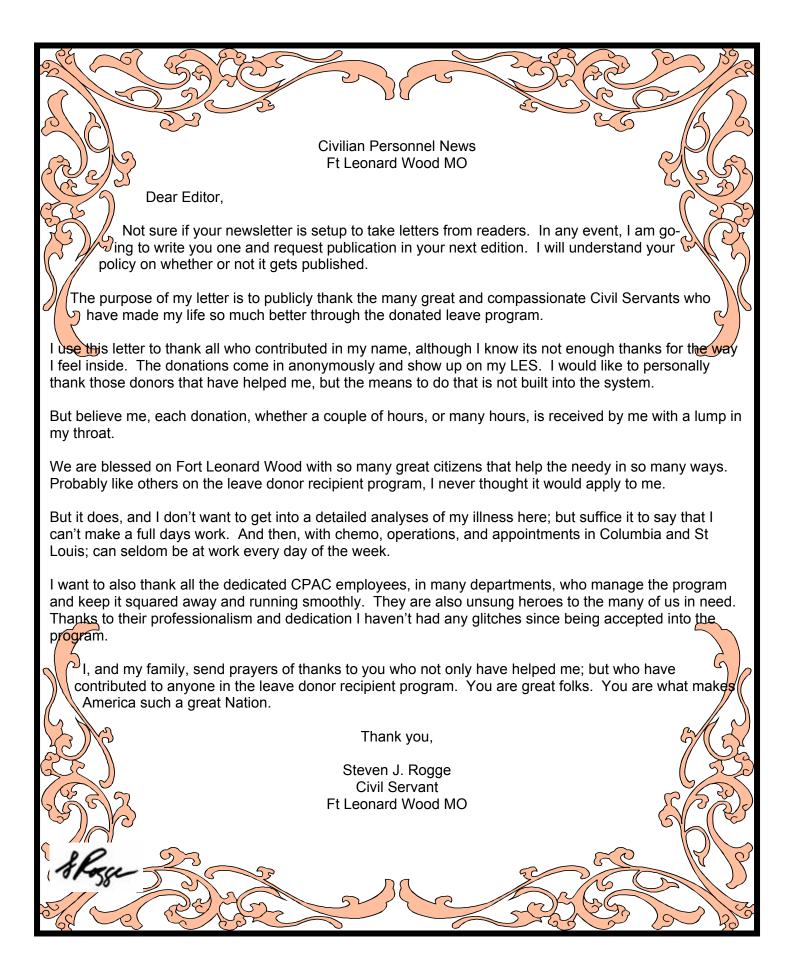
- They provide additional flexibility by eliminating the content appointments of veterans in the first three categories i.e., disabled veterans and those with a campaign badg for AFSN. This means that individuals in the first three categories may be appointed or any verted to a VRA appointment without regard to any time limit.
- Length of service lequirements have been comminated for a categories of veterar
- On the other hand, beterans who are not discoled and who do not have a campaign badge or AFSM may only be appointed within the first three years after heir most recent separation. This rovision not only affects individuals to whom you wish to make an initial appointment, but also affects current VRA appointees whom you may wish to convert to a new appointment. For example- you are point some the who is eligible only as a "recently separated veleran" 2 % years after separation. This individes all may not be converted to a new VRA appointment once an additional sex months have passed. Because of this, many individuals currently on the roles under VRA appointments may well not be eligible under the new criteria. Such individuals are, however, continued in their current VRA appointments and are converted to carrie career conditional appointment at the appropriate time.

vious VE toprovisions, the new language do see specifical, in "released" om active duty under conditions of ler than dist include Unlike the previous ion that the veteran Based on the most recent nonorably discharged guidance e have received this should NOT be aterpreted to mean the terans are teran is someone who has eligible VRA appointme r title 38, t tion. ther than a dishone scharge." The efore, the reason at the removal of the discharge la guage from the VR ns is an effort to a move what amounts to andancy, rather than a change in regulirements. VRA remain unchanged. As in the the following provisions apply. Other a

- The harmonian grace level at which appoint any be made is GS-11;
- Veterans in. The "quain, and the essential functions of the position and or without reasonable accommendation for a disability;
- Veterans with less than 15 years of oducation must still receive training or education; and
- After two years of successful employment, appointments must be converted to career conditional.

## We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at <a href="mailto:atztcp@wood.army.mil">atztcp@wood.army.mil</a> and the answer will be posted in the next UPDATE bulletin.



# Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit <a href="www.wood.army.mil/CPO/leavetra.htm">www.wood.army.mil/CPO/leavetra.htm</a> for general information about the leave transfer program and forms to become a recipient, as well to become a donor of leave time.

The following employees are approved leave recipients:

```
Donna Bales - DOL, Trans Div - personal battle with illness
     Retha K. Bennett - DOL - personal battle with illness
      Lonnie Bernier - DOL - personal battle with illness
      Tom Black - MEDDAC - personal battle with illness
       Yong Cha Benner - DOL - personal battle with illness
Cathy Bower - MP School - family member's battle with illness
  Linda Carman - DRM- family member's battle with illness
     Cozetta Case - MEDDAC -personal battle with illness
    Bonita Champion - DMWR - personal battle with illness
    James Hudson - 1<sup>st</sup> BDE - personal battle with illness
Tommy Davis - 3rd Chem. Brigade - personal battle with illness
    Che Kohler - DOL—family member's battle with illness
      Joyce Lynn - MEDDAC - personal battle with illness
    Janet McMahon - MILPO - personal battle with illness
    Ronald Pierce - MP School - personal battle with illness
Stephen J. Rogge – Executive Services Office- personal battle
                          with illness
     Cathy Scott - MEDDAC - personal battle with illness
       Cheryl Zimmer, DOTD - child's battle with illness
 Sheila D. Ziegler - DOL - family member's battle with illness
```

## **CUSTOMER FEEDBACK FORM**

Our goal is to provide TIMELY, ACCURATE and PROFESSIONAL service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

•	PRODUCT IDENTIFIER (type of action): Examples: evaluation of application, referral list (PERSACTION number), processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc						
		<u>YES</u>	<u>NO</u>				
1.	Was this action completed/service provided in an acceptable time frame?						
2.	Do you think the product is accurate and represents good staff work?						
3.	Did you get the kind of information you needed to make informed choices?						
4.	Were our interactions with you courteous?						
5.	Overall, how would you rate the product/service you received?						
	ExcellentGoodAdequateUr	ısatisfac	etory				
Please provide any comments/suggestions/recommendations you may have for ways that we can improv We are particularly interested in specific feedback on any of the items you may have checked "NO".							
6.	If you would like a <i>personal response</i> to your suggestion or comments, plea electronic mail address.	se provi	ide your name, phone nun	nber and			
	nank you for taking the time to complete this feedback form. My expectation arteous service to all our customers. The CPAC believes in "People Serving"			apt and			
	ease mail this form directly to me, send it electronically to <a href="mailto:atztcp@wood.army">atztcp@wood.army</a> buld like to discuss this or any other matter, I can be reached at 573-596-0280						

Director Civilian Personnel Advisory Center 140 Replacement Ave, Ste 2210 Fort Leonard Wood, MO 65473-8935

from you.

## Army Civilian Personnel Professionals - Helping Leaders Meet the Mission EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL:

atztcp@wood.army.mil



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.

